The Personnel Commission is an independent merit-based (Civil Service) agency that provides Human Resources Services for the classified employees of the Santa Paula Unified School District.

The Personnel Commission is composed of a three-member board of “known adherents” to the Merit System that oversees the system by maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. The Personnel Commission classifies positions; hears appeals of disciplinary and dismissal matters; ensures fair and consistent selection and appointment procedures; and prescribes rules related to a variety of human resource practices.

We are pleased to present the Annual Report of the Personnel Commission for the 2020-2021 School Year in accordance with Education Code Section 45266.

This year’s Annual Report provides a snapshot of the activities handled in the Classified HR Office. We have continued to struggle through the COVID-19 pandemic and navigate the numerous challenges it brings to our work in human resources. Throughout this time, we have worked diligently as a team in support of classified employees. The District started the 2020-2021 school year with online instruction and on April 12, 2021, on-site instruction began for students. Classified Human Resources remained busy recruiting and hiring the most qualified candidates to support our students and our community. The Personnel Commission is proud to support the staff, students, and community of the Santa Paula Unified School District.

**PERSONNEL COMMISSIONERS**

Karen Harrison  
*Joint Appointee*  
Term expires December 1, 2023  
Mary Lowe  
*CSEA Appointee*  
Term expires December 1, 2021  
Jeff Steiger  
*District Appointee*  
Term expires December 1, 2022

**COMMISSION STAFF**

Cynthia L. Carrillo  
Executive Director, Human Resources-Classified  
Sonia Bautista  
Human Resources Analyst-Classified  
Renee Vasquez  
Human Resources Assistant-Classified  
Amparo Lopez  
Substitute Placement Clerk-Classified

**PERSONNEL COMMISSION ACTIVITIES**

The Personnel Commission oversees the activities of the Commission staff, who are responsible for the administration of the rules and regulations of the classified service. Meetings are held at the Classified Human Resources Office located at 500 E. Santa Barbara Street in Santa Paula at 4:00 pm. on the third Thursday of each month.

Regular Meetings 10
Closed Sessions 1
Special Meetings 2

**ANNUAL REPORT 2020-2021**

Approved by Personnel Commission: December 16, 2021

Classified Human Resources  
Personnel Commission Office  
500 E. Santa Barbara Street  
Santa Paula, CA 93060  
805-933-8805  
www.santapaulausd.org
RECRUITMENTS – CONTINUED

Bargaining Unit Position Recruitments
- Accounting Specialist
- Accounting Technician
- After School Program Leader
- ASPIRE Office Assistant
- Campus Safety Assistant
- Campus Supervision Assistant
- Child Nutrition Services Assistant I
- Child Nutrition Services Assistant II
- Child nutrition Services Site Lead-Elem
- College & Career Guidance Specialist
- Computer Technician
- Health Specialist (Bilingual)
- Instructional Assistant-ASP
- Instructional Assistant-Bilingual
- Instructional Assistant Severely Disabled
- Instructional Assistant-Special Education
- Network Technician (2)
- Office Assistant-Bilingual
- Office Assistant-Bilingual
- Skilled Maintenance Worker
- Special Program Assistant-Bilingual
- Speech & Language Pathology Assistant

RECRUITMENTS – 2020-2021

Management Position Recruitments
- Assistant Superintendent, Business Services
- Executive Director, Human Resources-Classified

Other Position Recruitments
- AVID Tutors
- Student Workers
- Substitutes (All Classifications)

CLASSIFIED EMPLOYMENT ACTIVITY

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
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<tbody>
<tr>
<td>Number of Requests for Personnel Processed</td>
<td>301</td>
<td>377</td>
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<tr>
<td>New Hires</td>
<td>32</td>
<td>22</td>
</tr>
<tr>
<td>New Hires – Subs</td>
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<td>31</td>
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<tr>
<td>Promotions</td>
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<td>6</td>
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<tr>
<td>Transfers</td>
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<tr>
<td>Change in Status</td>
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<td>31</td>
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<td>Voluntary Demotion</td>
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<tr>
<td>Limited Term</td>
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<td>121</td>
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<td>Summer School</td>
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<td>111</td>
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<tr>
<td>Leave of Absence</td>
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<td>1</td>
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<tr>
<td>FMLA</td>
<td>-</td>
<td>1</td>
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<td>Exhaustion of Leave</td>
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<td>3</td>
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<tr>
<td>Resignations</td>
<td>27</td>
<td>37</td>
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<td>Retirements</td>
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<td>8</td>
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<td>Layoffs</td>
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<td>63-Month</td>
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<td>Restored</td>
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<td>4</td>
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<td>Positions Abolished</td>
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<tr>
<td>Fingerprints</td>
<td>69</td>
<td>53</td>
</tr>
</tbody>
</table>

Total Applications Received
- 223
- 201

Promotional Applications Received
- 17
- 44

Outside Applications Received
- 217
- 157

Written Examinations
- 114
- 97

Oral Examinations
- 113
- 110

Total Number of Applicants
- 103
- 101

Certified as Eligibles
- 103
- 101

CLASSIFIED EMPLOYEES

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Employees</td>
<td>313</td>
<td>301</td>
</tr>
<tr>
<td>Substitute Employees</td>
<td>88</td>
<td>86</td>
</tr>
<tr>
<td>AVID Tutors</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Student Workers</td>
<td>22</td>
<td>22</td>
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<tr>
<td>Total Classified Employees</td>
<td>436</td>
<td>422</td>
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</tbody>
</table>

CLASSIFIED PROFESSIONAL DEVELOPMENT

- Target Solutions
- Interpreting for Social Justice

A huge Thank You to the following public agencies for supporting our recruitment and selection processes during the 2020/2021 school year:
- Boys & Girls Club of Santa Clara Valley
- City of Oxnard
- Fillmore Unified School District
- Hueneme Elementary School District
- Lompoc Unified School District
- Newhall School District
- Ojai Unified School District
- Oxnard College
- Oxnard School District
- Pleasant Valley School District
- Santa Paula Unified School District
- Simi Valley Unified School District
- Ventura County Office of Education
- Ventura Unified School District

Alone we can do so little, together we can do so much.
-Helen Keller